

# **Job Development & Design: Writing A Good Job Description**

Elements of a good job description are:

## **Title**

*What is the job called?*

## **Purpose**

*What will this job accomplish?*

## **Activities**

*What might be done to accomplish the purpose?*

## **Qualifications**

*What knowledge and skills are needed to accomplish the purpose?*

## **Time Frame**

*How many hours are involved? How long will you need this volunteer? How flexible is the schedule?*

## **Site**

*Where is the job located?*

## **Supervision**

*Who will the volunteer report to?*

## **Benefits**

*What are the advantages of volunteering? Is there training of new skills? Free parking? Free lunch?*

A  
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